

**DEPARTMENT OF THE ARMY  
COMPANY D (RTSM), 223<sup>RD</sup> REGIMENT  
BUILDING 6428  
CAMP ROBERTS, CALIFORNIA 93451-5000**

CAIR-RTSM-N

25 January 2010

MEMORANDUM FOR All soldiers attending ASI, MOSQ, and NCOES training at the RTSM, Camp Roberts, CA

SUBJECT: TRADOC Form 350-18-2-R-E (Unit Pre-Execution Checklist)

1. Too many soldiers are arriving at the RTSM without this checklist or with an obsolete version, or with the checklist either partially or incorrectly completed. It is the responsibility of you, the individual soldier, your first line supervisor, your Training, Readiness, and / or Personnel Services NCO(s), and your commander to ensure it is completed fully and correctly. This lack of attention to detail will only create problems for you during your in-processing procedures, to include a very real possibility of BEING SENT HOME. My staff is being taxed beyond what is reasonable trying to fix what should be student and unit responsibilities. Adhering to the following guidelines will result in a smooth and easy start to your training.

2. Student:

- a. This letter is enclosed with your welcome packet. Pages 14 and 15 of the welcome packet contain the current version of the Unit Pre-Execution Checklist. Separate the checklist from the welcome packet and NEATLY PRINT the necessary information in Blocks 1 through 5. Your first line supervisor should assist you if you have any questions.
- b. You and your first line supervisor MUST review and initial the information asked of you in Part I.
- c. Forward this letter and the checklist to your Training / Readiness / Personnel Services NCO.

3. Training / Readiness / Personnel Services NCO: This form is a TRADOC requirement. The following IS NOT optional or negotiable.

- a. You MUST fill in the Unit POC List block COMPLETELY.
- b. You MUST provide ALL REQUIRED information asked for in Part II. Regulation ASVAB and PULHES data is found in DA Pam 611-21. ASVAB data is applicable ONLY to MOSQ courses. LEAVE BLANK for NCOES and ASI course.
- c. Complete Part III as necessary.

NOTE: For complete instructions and most recent changes to this form, go to <http://www.tradoc.army.mil/tpubs/regndx.htm>. Scroll down to TRADOC Reg 350-18 and C1 to TRADOC Reg 350-18. C1 contains current and complete instructions for using this checklist.

- d. Have the student sign and date the checklist.
- e. Forward the checklist to the unit commander.

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4. Unit Commander:

- a. Review the checklist for accuracy and completion.
- b. NEATLY print, sign, and date the checklist.

NOTE: The unit (or higher) commander MUST sign the checklist. If the unit commander is unavailable, IT MUST BE SIGNED BY THE COMMANDER'S DESIGNATED REPRESENTATIVE AND BE ACCOMPANIED BY THE APPROPRIATE ASSUMPTION OF COMMAND OR ADDITIONAL DUTY APPOINTMENT LETTER.

- c. Return the checklist (and command letter, if applicable) to the student.

5. Please call me if you have any questions, concerns, or issues. I'm available at CML: (805) 238-8459 / DSN: 949-8459 / FAX: (805) 238-8366 / E-mail: [john.t.davis1@us.army.mil](mailto:john.t.davis1@us.army.mil).

FOR THE COMMANDER:

///S///  
JOHN T. DAVIS  
MSG, USA  
Chief Instructor

## RTS-M STUDENT GUIDE

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## SECTION I

### GENERAL INFORMATION

**1-1. GENERAL:** The primary mission of the Regional Training Site-Maintenance (RTS-M) is to provide regionalized Ordnance military occupational specialty (MOS), additional skill identifier (ASI), and Noncommissioned Officer Education System (NCOES) training for the Army National Guard (ARNG), United States Army Reserve (USAR) and the active component (AC).

**1-2. MISSION:** The RTS-M mission is to provide maintenance and leadership training appropriate to duty military occupational specialty (DMOS) and skill level.

**1-3. EDUCATIONAL OBJECTIVES:** The educational objective of the RTS-M is to prepare soldiers to maintain and repair both current and new equipment items utilizing appropriate tools and procedures.

**1-4. PREREQUISITES:**

a. Pre-execution checklist completely filled in and signed. See the TRADOC website at <http://www.tradoc.army.mil/tpubs/TRADOCForms/tf350-18-2-R-E.pdf> for the current version of this form.

b. Attendance at MOSQ courses require minimum ASVAB scores as discussed in DA Pam 611-21.

c. You must meet the standards of AR 600-9, See reference below.

IAW AR 350-1 para 3-9, Soldiers attending institutional training courses must meet the height and weight standards in AR 600-9. A HQDA ALARACT message waived this pre-requisite and allows Soldiers to attend reclass and NCOES training at RC TASS institutions. Soldiers will be screened during in-processing and rescreened during the course/phase. Soldiers that fail to meet AR 600-9 requirements will be allowed to graduate, but will receive a "marginally achieved course standards" rating on their DA Form 1059 and "failed to meet HT/WGT standards of AR 600-9" in the DA 1059 remarks block.

d. Attendees at MOSQ courses must have a prior phase DA Form 1059 (academic evaluation) or DD 214 OR complete the distant learning (DL) portion PH 1

e. Attendees at NCOES courses must ensure they are in accordance with the current regulations and messages. If there are any questions, call the school.

f. Have no dental or medical treatment or personal issues preventing your successful Completion.

g. Students with temporary physical profiles that prevent full participation will not be enrolled.

- h. Students with permanent physical profiles must provide a copy of profile.

**1-5. NCO Support Chain:**

- a. Class Leader
- b. Primary instructor
- c. NCOIC
- d. CDR

**1-6. LOCATION / ADDRESS:**

- a. The mailing address for the RTS-M is:

Commander  
Regional Training Site-Maintenance  
Bldg. 6428  
Camp Roberts, CA 93451-5000

- b. While training at the RTS-M, your address will be:

Regional Training Site-Maintenance  
(Rank) (Name), Course, Class# \_\_\_\_\_  
Bldg. 6428  
Camp Roberts, CA 93451-5000

**1-7. TELEPHONE NUMBERS:** The telephone numbers for the RTS-M are:

- a. DSN/Autovon: 949-8311
- b. Commercial: (805) 238-8311
- c. Facsimile: (805) 238-8366
- d. After duty hours: (805) 431-4368
- e. After duty medical non-emergencies – Post Emergency Services: (805) 238-8220 or CAGNET 68220. Medical emergencies: (805) 238-8117 or CAGNET 68117.

## SECTION II PROCEDURES

### 2-1. REPORTING / IN-PROCESSING:

**\*\*\*IF YOU FLY, YOU MUST FLY INTO THE SAN LUIS OBISPO AIRPORT!\*\*\***

**\*\*\*AIRPORT CODE SBP\*\*\***

*(Otherwise you will have to pay for your own transportation to Camp Roberts)*

Report to the RTS-M Headquarters located in building 6428 at Camp Roberts, CA. You **must** report between 0900 and 1600 on the report date. If you run into transportation delays, please contact the School at (805) 238-8311 or DSN 949-8311 or the SDNCO (after duty hours) (805) 431-4368. The airport is approximately 1 hr from Camp Roberts; therefore you may have to wait up to 1 ½ hours for your transportation. **Fax a copy of your flight itinerary to (805) 238-8366.**

a. When you report to building 6428 you need to ensure the following:

(1) Have copies of the following documents:

- a. Pre-execution checklist per TRADOC Reg 351-18  
(Current version is on our website.)
- b. Copy of your orders
- c. DA Form 1059 (if applicable), DD 214 or DL Certificate.
- d. Copy of permanent profile if applicable

(2) Have your airline reservation available to provide return flight information.

b. Weigh-in. If you fail to meet the body fat standards IAW AR 600-9, disposition will be governed by the current regulations.

c. You will receive billeting, and bedding from the staff. You must provide your own lock.

**2-2. FAILURE TO REPORT:** If you are unable to attend the course, inform your unit immediately. Your Readiness NCO or Unit Administrator must cancel you in ATRRS or a NO Show letter will be sent to your higher headquarters.

### 2-3. APPEARANCE:

a. It is your responsibility to ensure that military grooming standards are met. Uniforms will be clean and pressed; boots will be polished.

b. Your uniform must be in good condition and of an authorized design. All insignias, awards and patches must comply with AR 670-1. The RTS-M is a Garrison environment and the Beret is required. The ACU patrol cap is authorized headgear for wear in the RTSM cantonment area only. The beret is to be worn in all other areas.

c. Be aware that the post exchange (PX) is minimal in size and therefore carries a limited amount of items; bring everything with you.

**2-4. BILLETING:**

- a. Billeting is provided for all male MOSQ students.
- b. You must maintain your area in a clean and orderly manner.
- c. Female MOSQ students are required to pay for their billets. Reservations *must* be called in ahead at (805) 238-8312. You will be reimbursed on your travel claim.
- d. Safeguard your money, watches, rings, personal and military belongings at all times. Do not leave anything of value unsecured in your wall locker. Do not bring valuables to the RTS-M unless absolutely necessary.

**2-5. DINING FACILITY:**

- a. All meals are provided for all MOSQ students by the Consolidated Mess.
- b. Proper military uniform is required in the dining facility. Shirts and shoes are mandatory with civilian clothing. Cut-offs or tank tops are not allowed. The improved physical fitness uniform (IPFU) is authorized wear in the dining facility.
- c. Meals will be served IAW the daily training schedule.

**2-6. DUTY HOURS:** Normal class hours are 0800-1700 Monday through Saturday. Because of the length of some classes, you may also attend class on Sunday. Occasionally, you may be required to train beyond these hours. You may also have some after hour study hall requirements. Study hall is supervised by an instructor on an as needed basis. Physical training (PT) is mandatory three times or more per week beyond these hours.

**2-7. FINANCES:** Your parent unit is responsible for pay, allowances, travel and per diem. It's a wise idea to bring extra pocket money.

**2-8 FIREARMS:** Firearms, explosives, or other instruments which could be classified as dangerous weapons are not authorized on post.

**2-9. GRADUATION:** MOSQ, sustainment, and transition courses will have an informal graduation ceremony. You're encouraged to invite your family, friends, First Sergeant and/or OIC/NCOIC to the graduation ceremonies.

**2-10. LAUNDRY:** Coin operated washers and dryers are available in Bldg. 6026 (next to the Service Club). No cost washers and dryers are available in each barracks. They will not be operated after lights out (2200).

**2-11. MAIL:** You can deposit any outgoing mail at building 6428 in the administration section. Incoming mail is received at approximately 1500 each duty day. Your mail will be given to your Instructor for distribution. There is no mail service on the weekend.

**2-12. MEDICAL SERVICES:**



- a. Sick call procedures will be discussed at in-processing.
- b. You will return a copy of medical paperwork to the administration office in Bldg. 6428 before returning to class.
- c. You can miss only 10% of instruction. For most two week courses this equates to 8-9 hours. Ensure that you take care of any medical conditions prior to coming to school.
- d. Injuries or illness during duty hours are handled by the NCO Support Channel.
- e. Emergencies will be handled by dialing 911 (off post) or 68117 (emergency services) on post.

**2-13. OUT-PROCESSING:**

- a. It is your responsibility to return all RTS-M property, i.e., tools, test equipment, manuals, etc., prior to graduation, otherwise you will be subject to disciplinary action .
- b. You will not make departure arrangements prior to 1000 on the final day of training without approval from NCOIC.

**2-14. PASSES:** You may sign out provided the following conditions are met:

- a. During normal duty hours (class time):
  - (1) Passes may be granted on a case-by-case.
- b. During Non Duty hours:
  - (1) You may leave post after the completion of daily training.
  - (2) You must remain within a 50 mile radius on training days and 150 miles on non-training days. You must report for all scheduled formations.

**2-15. POVs AND GOVERNMENT VEHICLES:**

- a. You may use your POV while on pass and for transportation in and around Camp Roberts. However, you must have a valid driver's license, automobile insurance, and current registration. Park POVs in the student parking area only and keep your vehicle locked at all times.
- b. Secure tactical vehicles with appropriate locking devices and park in the tactical vehicle parking area. Tactical vehicles are not authorized off post. Tactical vehicles will not be used for personal use.
- c. The maximum speed limit on post is 25 MPH; 10 MPH when passing troops in formation or in the training area; and 5 MPH when in the motor pool.

- d. You will use seat belts in all vehicles. No riding in the open bed of a pickup.

**2-16. POST EXCHANGE:** A schedule showing the hours of operation is posted on the bulletin board.

**2-17. TRANSPORTATION:**

a. The RTSM staff will provide transportation to and from the local bus and train stations and the **SAN LUIS OBISPO COUNTY AIRPORT ONLY**. If you fly into an airport other than San Luis Obispo (SBP), **YOU ARE RESPONSIBLE FOR MAKING AND PAYING FOR TRAVEL ARRANGEMENTS TO THE RTSM. WE WILL NOT PICK YOU UP!** There is an RTSM contact roster posted in the baggage claim area of the airport. Follow the instructions if you haven't previously made travel arrangements or faxed your flight itinerary to the RTSM. The staff is very prompt about picking up students, however, situations do occur and it's possible you may have up to a two hour wait. Be patient – we'll be there.

b. Camp Roberts is a very small and isolated installation. If you desire more recreation or entertainment than the installation has to offer, you can at your own expense, rent a car or call a taxi. **NEITHER THE RTSM NOR YOUR UNIT IS OBLIGATED TO PROVIDE YOU WITH TRANSPORTATION OR PAY YOUR CAB FARE.**

c. Students are expected to be team players, both during the duty day and after hours. This includes supporting your fellow soldiers (whether they're in your class or not) with rides to the dining facility and back if you possess a vehicle - military or otherwise.

**2-18. VISITORS:**

a. Members of your unit/command and civilians are welcome to visit the RTS-M. You should coordinate a visit through the NCOIC at (805) 238-8459

b. All visitors will report to RTS-M admin section in building 6428. We will notify the student concerned of their arrival.

c. Ensure they have proper registration, insurance and driver's license.

## **SECTION III**

### **STUDENT CONDUCT**

#### **3-1. ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES:**

- a. The use of alcohol is discouraged, but can be used in moderation during non-duty hours. Students will not drink and drive or operate any machinery or equipment.
- b. Students are responsible for their actions. Anyone found violating these orders are subject to immediate dismissal and/or criminal prosecution.

#### **3-2. ATTITUDES:** While at the RTS-M it is imperative that you maintain a positive attitude at all times

#### **3-3. CELL PHONES:** Cell phones are not authorized for use during classroom hours and must be turned off

#### **3-4. COUNSELING, COMPLAINTS AND GRIEVANCES:**

- a. The NCOIC and RTS-M cadre is available to hear complaints or grievances. Every effort will be made to solve problems at the lowest level.
- b. If you have a personal problem use the NCO support Chain as detailed in paragraph 1-5, page 4.
- c. The Equal Opportunity Board is located in the hall of building 6428.

#### **3-5. DISCIPLINARY ACTION:**

- a. All students are subject to the rules and regulations of the RTS-M, SOP, and UCMJ.

#### **3-6. HONOR CODE:** The concept of the honor code is that soldiers do not lie, cheat or steal. They do not bring discredit upon themselves, their fellow soldiers or the organization they represent. After thorough investigation, the OIC/NCOIC may dismiss a student for violation of any part of the following honor code:

- a. You always tell the truth and keep your word without hesitation. Your word is your bond.
- b. You do not quibble or employ evasive statements.
- c. You are honest in all your efforts.
- d. You respect the property and rights of others.
- e. You will not cheat on tests.
- f.

**3-7. IN-RANKS INSPECTIONS:** NCOES courses are required to conduct a daily in-ranks inspection. These inspections are student led and are Small Group Leader supervised.

**3-8. LIGHTS OUT:** Lights out and quiet hours in the barracks are from 2200 to 0500.

**3-9. MILITARY CONDUCT (ON & OFF DUTY):** You will conduct yourself as a soldier. You represent yourself, your unit, the RTS-M, and the U.S. Army. Conduct yourself accordingly. Any displays unbecoming of a soldier are grounds for dismissal. The following items may also result in dismissal from the RTS-M.

- a. Any inappropriate public displays of affection between students, on or off duty.
- b. Disrespectful or insubordinate conduct toward any staff member or fellow classmates.
- c. Fighting, disorderly conduct or behavior disruptive to training.
- d. Violations involving alcohol and/or illegal substances.
- e. Theft, damage or misuse of government, public or private property.
- f. Failure to report for class.
- g. Failure to obey a lawful order.
- h. Failure to perform assigned and/or additional duties.
- i. Fraternization of any kind between students and staff.

**3-10. OFF LIMITS:** Female billets are off limits to all male students at all times and vice versa.

## **SECTION IV**

### **EDUCATIONAL STANDARDS**

#### **4-1. STANDARDS:**

- a. The determination as to whether you satisfactorily complete the course rest with the staff and the OIC/NCOIC.
- b. Course standards will be explained at the beginning of each course. You must achieve these standards for successful completion of a course. If you receive a “NO-GO” we will retrain and retest you. We administer only one (1) retest per exam. If you do not receive a “GO” on the retest, you will be dismissed you from the course..
- c. It’s your responsibility to stay abreast of the subject matter when authorized an absence from training.

**4-2. STUDY HALL:** Study halls are conducted in the training rooms as necessary. Texts and materials are available from your instructors upon request. Study hall sessions may be mandated by your instructor.

**4-3. COUNSELING:** Your instructor will conduct developmental counselings to assist in determining your progress. Request instructor assistance at any time.

**4-4. PHYSICAL FITNESS TRAINING PROGRAM:** The guidelines for student activities are as follows:

- a. PT is conducted Mondays, Wednesdays, and Fridays.
- b. PT is conducted in accordance with the current FM manual.
- c. PT is student led and in the case of NCOES, an evaluated item. .
- d. It is the responsibility of each class leader to have the class arrive at the designated PT training area on time and in the appropriate uniform. The Army PFU or IPFU will be worn IAW AR 670-1.

## **SECTION V**

### **SAFETY AND SECURITY**

#### **5-1. SAFETY:**

- a. Safety is everyone's responsibility. Do not hesitate to stop the training to make on-the-spot corrections for safety violations. The OIC/NCOIC will back any person who attempts to correct a safety violation. Safety starts with you.
- b. Fire is always a danger. Be sure to read the fire evacuation plans posted in all buildings. There is no smoking allowed in any government building. There are designated smoking areas.

**5-2. SECURITY:** Security is a prime concern. It is imperative that building doors and security gates remain locked when not in use or being observed. Challenge any unidentified personnel.

#### **5-3. GENERAL INFORMATION:**

- a. Camp Roberts has an abundant variety of wildlife. Do not disturb it while you are here. Some of these animals are on the endangered species list and others may carry infectious diseases.
- b. Camp Roberts has a seasonal high desert climate. The months of July through September daytime temperatures will range from 90-120 degrees; evening temperatures from 50-65 degrees. October daytime temperatures will range from 65-80 degrees; evening temperatures 25-45 degrees. January through March daytime temperatures average 45-65 degrees; evening temperatures 25-30 degrees (usually cold, wet and windy). April through June daytime temperatures range 65-80 degrees; evening temperatures 40-50 degrees.

## APPENDIX A

### REQUIRED ISSUE CLOTHING EQUIPMENT LIST

<u>ITEM</u>	<u>NCOES</u>	<u>MOSQ</u>
BELT, TROUSERS	1	1
BOOTS, COMBAT TAN	2	2
CAP, PATROL (ACU)	1	1
BERET	1	1
ARMY COMBAT UNIFORM (ACU), SET (WITH SAFETY BOOTS, IF ISSUED)	3	3
COAT, COLD WEATHER, Woodland Pattern W/LINER (OR GORTEX)	1	1
GLOVES, SHELL W/ INSERTS	1	1
COMPLETE IPFU	1	1
SOCKS, WOOL, CUSHION SOLE (BOOT)	3	3
SOCKS, COTTON, WHITE (PT)	3	3
UNDERSHIRT, TAN	3	3
PERSONAL LAPTOP COMPUTER TO USE OFF POST, NCOES ONLY.		

### OTHER REQUIRED EQUIPMENT

#### **1 Kevlar ---REQUIRED for --- BNCOC / ASIH8 Recovery Courses**

MAINTENANCE COVERALLS (1 PAIR)  
(ARMY ISSUE)

\*\*\* ANCOB/BNCOC & Recovery Courses; are advised to bring (1) pair of boots you're not worried about getting wet/muddy/greasy \*\*\*

PADLOCK (1 EACH)

PENS AND PENCILS

HIGHLIGHTER(S)

NOTEBOOK

TOWELS

CLOTHES HANGERS

SHOWER SHOES

PERSONAL HYGIENCE ITEMS

## APPENDIX B

### Unit Pre-Execution Checklist

*An update version can also be found at the TRADOC Website at*

<http://www.tradoc.army.mil/tpubs/TRADOCForms/tf350-18-2-R-E.pdf>



### UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG 350-18: PROPONENT IS DCSOPS&T. TASSD )

Please print or type.

1. NAME:

**2. UNIT:**

**3. DOR:**

**4. COURSE TITLE:**

5. REPORT DATE:

First line leader's initials	Soldier's initials	PART I - UNIT PRE-EXECUTION (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (If applicable.)
		All required clothing/equipment IAW school/course information packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)?
		Individual meets remaining TIS requirements?
		School mailing address/telephone numbers received? (For family.)
		Ten (10) copies of orders?
		Transportation verified/approved (ticket picked up)?
		Current/valid identification card?
		ID tags (1 pair)?
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
		Notify soldier of requirement to take APFT and be weighed, as required?

**Unit POC List:**

CDR: B: ( ) H: ( )

1SG: B: ( ) H: ( )

FTM: B: ( ) H: ( )

Unit POC FAX: ( )

Unit POC E-mail:

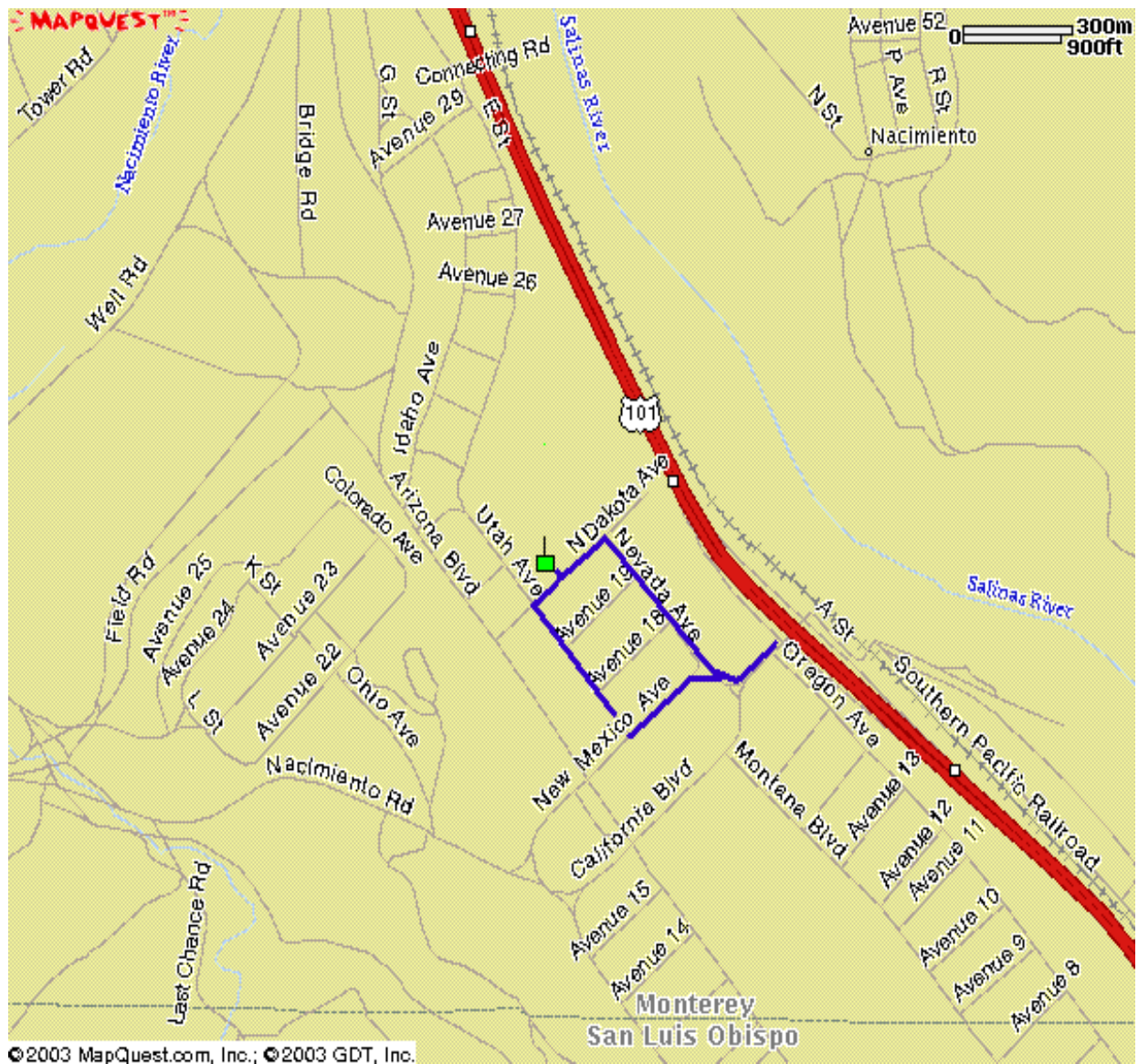
<b>PART II - ROUTINE PREREQUISITES</b>												
<b>TASK</b>	<b>REGULATION DATA</b>					<b>SOLDIER DATA</b>						
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES)  *See Part III for P/T profiles	P	U	L	H	E	S	P	U	L	H	E	S
Prerequisite phase/course attendance (if applicable):			School code			Course completed						
			Date of completion			Phase completed						
Military and civilian vehicle operator license(s) (if applicable):												
Military license number:			Expiration date:									
Civilian license number:			Expiration date:			State:						
<b>PART III - REQUIRED DOCUMENTS</b>												
Security clearance (if applicable, attach as required)												
*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsmen must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).												
All required waivers (if applicable)												
Other requirements (if applicable)												
<b>OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:</b>												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.												
<b>Student's Signature:</b>						<b>Date:</b>						
I have reviewed the above soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.												
<b>Commanding Officer (typed name):</b>						<b>Date:</b>						
<b>Signature:</b>												

## APPENDIX C

Camp Robert Location Map



# RTS-M Location Map





APPENDIX D

